

STATE OF FLORIDA
DEPARTMENT OF MILITARY AFFAIRS
Office of the Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, FL 32085-1008
VACANCY

LABORER TECHNICIAN
POSITION # - 62000291
PAYGRADE - 010
BASE SALARY - \$20,734.74
CAREER SERVICE

REQUIREMENTS: Two years of experience in manual work.

CONDITION OF EMPLOYMENT: New employees of the Department of Military Affairs will be required to complete a medical health history form. Permanent employment in this position will be contingent upon the employee's ability to pass a pre-employment physical. **--This position requires medical monitoring. Continued employment in this position requires the incumbent to take annual medical monitoring physicals.**

WORK LOCATION: CBJTC – Starke, FL

DIRECTORATE: Range Maintenance Branch

DUTIES AND RESPONSIBILITIES:

Cleans inside and outside of offices, to include break rooms and bathrooms. Sweeps, mops, vacuums, waxes and polishes floors and furniture.

Assist in the installation, maintenance and repair of electric motors, generators and other electrical and mechanical equipment. All repairs will be performed within a time frame established by maintenance schedule

Assist with moderately complex brick, cement and carpentry work. This will include knowledge of materials as well as masonry and carpentry techniques.

Operates any and all power tools that may be required for tasks assigned. Employee must use power and hand tools properly to ensure proper finish of product

Must maintain the ability to communicate effectively and develop a working relationship with others.

Assist with the installation and repair of heating and air conditioning equipment.

Perform other related work as assigned by supervisor. Performs all jobs in time frame given.

Assist with the installation, maintenance and repair of sinks, washbowls, toilets and sewers to industrial standards.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

- Knowledge of the procedures and methods for performing a variety of manual duties, such as digging ditches and mowing lawns.
- Knowledge of the procedures and techniques for repairing and maintaining equipment.
- Ability to determine work priorities, and ensure proper completion of work assignments.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships with others.

ADDITIONAL KSA'S

- Knowledge of power and hand tools used in shop or field area.
- Skill in checking sharpness & serviceability of blades and cutting edges.
- Ability to identify and utilize proper safety equipment.

SPECIAL NOTES:

-- The State of Florida and The Department of Military Affairs is an Equal Opportunity Employer/Affirmative Action employer (EEO/AA) hiring only U.S. citizens and legally authorized aliens.

--The State of Florida and The Department of Military Affairs does not tolerate discrimination or violence in the workplace.

-- Employees of this agency will be given first consideration.

-- Pursuant to Chapter 295 Florida Statutes, eligible veterans and spouses of eligible veterans will be given preference in employment and are encouraged to apply.

Submit DD 214 and other supporting documentation directly to People First Center at 1-904-636-2627.

--Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or the People First Service Center (1-877-562-7287). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

-- New employees of the Department of Military Affairs will be required to participate in a direct deposit/electronic transfer program.

--Applicants may be required to submit to a background & fingerprint check and/or security clearance.

TO APPLY: Click on <https://peoplefirst.myflorida.com/logon.htm> to "Begin Application Process" button above. Applications accepted through People First only. (If application is faxed or mailed to People First, contact People First at 1-866-663-4735 within in 2 working days to answer qualifying questions prior to closing date.)

APPLICATION DEADLINE: 11:59 p.m. on June , 2009.